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EG&G - ROCKY FLATS PLANT
ENVIRONMENTAL MANAGEMENT

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**ROCKY FLATS PLANT
EMD ADMINISTRATION
PROCEDURES MANUAL**

CATEGORY 1

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ADMIN RECORD

A-SW-001040

REVIEWED FOR CLASSIFICATION/UCM

By *George H. Setlock*

Date *4/30/92*

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Approved By

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[Signature]
Director, Environmental Management

4/8/92
Date

1.0 PURPOSE

The purpose of this procedure is to describe the methods used to perform inspections of Environmental Management Department (EMD) quality-affecting activities. Inspections are to be accomplished as the work is being conducted to ensure that the work is performed to approved documents by qualified personnel and that work documentation is being properly prepared, approved, and controlled.

2.0 SCOPE

The scope of this procedure encompasses the inspection of activities performed in support of EMD activities. This includes inspection of field operations, data management, and other activities designated by the Quality Assurance Program Manager (QAPM) or the responsible manager. This procedure is required when invoked by either the responsible manager for technical inspections or by the QAPM for Quality Assurance (QA) inspections.

3.0 TERMS/DEFINITIONS

3.1 Activity - Drilling, sampling and/or measurement activity, monitoring, and other activities that result in the production of data. An activity typically is work performed by the contractor or a single subcontractor and is discretely unique; i.e., drilling versus biota sampling. Note: this definition was developed to aid in establishing criteria for the separation of Environmental Management Inspection Reports.

3.2 Checklist - As used in this procedure is a list of items/activities to be addressed in an inspection.

3.3 EM - Environmental Management.

3.4 EMIR - Environmental Management Inspection Report.

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- 3.5 **QAA** - Quality Assurance Addendum to the Quality Assurance Project Plan (QAPjP).
- 3.6 **QAC** - Quality Assurance Coordinator.
- 3.7 **QA Inspections** - Inspections performed by the designee of the QAPM per the criteria established by the QAPM.
- 3.8 **QAPM** - Quality Assurance Program Manager.
- 3.9 **QAPjP** - Quality Assurance Project Plan.
- 3.10 **Technical Inspections** - Inspections performed by the responsible manager's designee per the criteria established by the responsible manager.

4.0 RESPONSIBILITIES

NOTE

In the interest of implementing total quality management, the responsible Division Manager may elect to participate in the QA Inspection process. If the Division Manager elects to participate in this process, the Division Manager's designee completes the following activities:

- 1. Develop and review applicable checklists,
- 2. Provide inspectors,
- 3. Implement the inspection program, and
- 4. Schedule and coordinate the inspection program.

The QAPM will still review, approve, and arrange for issuance of the checklists and will still receive copies of all inspection reports.

- 4.1 If the Division Managers elect to participate in the implementation of the QA Inspection program for their Division, they are responsible to designate individuals to implement inspections.
- 4.2 The responsible manager is responsible for supervising the inspectors for Technical Inspections and for coordinating the scheduling with the QAPM for QA Inspections. In addition, each responsible manager may establish other inspections required to implement their responsibilities (Technical Inspection).

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- 4.3 Inspectors are responsible for performing and documenting field inspections in accordance with this procedure.
- 4.4 The EM QAPM is responsible for approving specific inspection checklists and arranging for QA Inspections, arranging for the issuance of a checklist as a controlled document when needed, maintaining the EMIR log, and reviewing all completed EMIRs for areas of quality concern.

5.0 PROCEDURE

5.1 General

- 5.1.1 The responsible Division Manager may elect to implement the QA Inspection program with concurrence and oversight by the QAPM. This requires notification of the QAPM in writing.
- 5.1.2 Responsible Managers may elect to terminate their implementation of the QA Inspection program (see Step 5.1.1) by notifying the QAPM in writing.
- 5.1.3 The responsible Division Managers shall specify the scope of their implementation program in the written notification described in Steps 5.1.1 or 5.1.2.
- 5.1.4 The QAPM shall establish and approve a set of QA Inspection Checklists establishing minimum inspection checklist content requirements.
- 5.1.5 Approved QA Checklists shall be placed under controlled distribution in accordance with 3-21000-ADM-06.01, Document Control. Other inspection checklists may be placed under controlled distribution at the discretion of the responsible manager.
- 5.1.6 The QAPM (for QA Inspections) or responsible manager's designee (for Technical Inspections) shall coordinate with work managers to identify those activities that are in progress.

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- 5.1.7 The QAPM or responsible manager's designee (as applicable) shall specify activities requiring inspection.
- 5.1.8 QA Inspections shall be conducted on a frequency approved by the QAPM. The responsible managers shall establish the schedule for Technical Inspections of EM activities in their area of responsibility. The frequency of Technical Inspections shall be based on past history, risk, complexity, importance, and applicable regulatory requirements.
- 5.1.9 Technical Inspections shall be documented. This documentation is typically recorded on the EM Inspection Report forms (Attachment 1).
- 5.1.10 The QAPM or designee shall assign unique identifiers for each scheduled inspection.
- 5.1.11 Checklists shall be prepared for work procedures requiring inspections.
- 5.1.12 Checklists shall be approved by the QAPM for QA Inspections or by the responsible manager for Technical Inspections.
- 5.1.13 Completed checklists shall be attached to the EMIR and become part of the record of inspection.

5.2 Inspection

- 5.2.1 The inspector shall assemble and/or prepare a checklist based on consideration of the following documents:
- the EM QAPjP (if applicable);
 - the applicable activity-specific QAA; activity-specific work plan, and the work procedures;
 - Environmental Management Inspection Checklist Manual; and
 - other applicable documents.
- The inspector's checklist shall include all applicable items from the Environmental

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Management Inspection Checklist Manual.
Additional checklist items may be added by the
inspector at this time without approvals.

5.2.2 The inspector shall conduct the inspection by:

5.2.2.1 Verifying that current approved work
plans, work procedures, other
technical documents are in use.

5.2.2.2 Verifying that current approved and
applicable training has been
completed.

5.2.2.3 Inspecting the items/activities
addressed in the checklists.

5.2.2.4 Documenting the inspection results
by:

1. Initialing the inspected items
on the checklist(s);
2. Addressing all items of
deviations and deficiency on
the checklist(s).
3. Authenticating the
checklist(s);

5.2.2.5 Notifying the designated individual
of observed problem areas within 2
working days. (For QA Inspection
the designated individual is the
QAPM or designee. For Technical
Inspection the designated individual
is the responsible manager or
designee.)

5.2.2.6 Identifying potential needs for
Document Change Notices (DCNs) (see
3-21000-ADM-05.07, Preparation of
Document Change Notices) and
Nonconformance Reports (NCRs) (see
3-21000-ADM-15.01, Control of
Nonconforming Items and Activities);

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and for initiating these documents
when appropriate.

- 5.2.3 The inspector records the unique identifier for this inspection on the EMIR.
- 5.2.4 The inspector shall submit a copy of the completed EMIR, with completed checklists, to the EM QAPM for QA Inspections and to the responsible manager for all inspections.
- 5.2.5 The inspector shall transmit the completed EMIR in accordance with 5-21000-FOP.02, Transmittal of Field QA Records.

6.0 REFERENCES

1. Environmental Management Quality Assurance Program Description (21000-QAPD)
2. Environmental Management Quality Assurance Project Plan (21000-QAPjP)
3. Environmental Management Inspection Checklist Manual
4. Environmental Management Administrative Procedure No. 3-21000-ADM 05.07, Preparation of Document Change Notices
5. Environmental Management Administrative Procedure No. 3-21000-ADM 06.01, Document Control
6. Environmental Management Administrative Procedure No. 3-21000-ADM 15.01, Control of Nonconforming Items and Activities
7. Environmental Management Operations Procedure No. 5-21000-FOP.02, Transmittal of Field QA Records

7.0 ATTACHMENTS

Attachment 1 - EM Inspection Report Form, Part I

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Attachment 1 EM Inspection Report (EMIR) Part I

 EG&G ROCKY FLATS ENVIRONMENTAL MANAGEMENT DEPARTMENT	EM Inspection Report (EMIR)	EMIR No.: _____
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Project Name: _____	
Location: _____	
Activity Description: _____	
Personnel Contacted (include company and title) _____ _____	
References (include Revision/Date) _____ _____ _____	
Inspection Results:	
<input type="radio"/>	Equipment: _____ _____ _____
<input type="radio"/>	Deficiencies: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
<input type="radio"/>	Summary/Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

SAMPLE

By: _____	_____	_____
Print Name	Signature	Date
Dist: Original - Records Center; Copies - Project Manager, RPD QC, EMAD QC, EM OAPM		